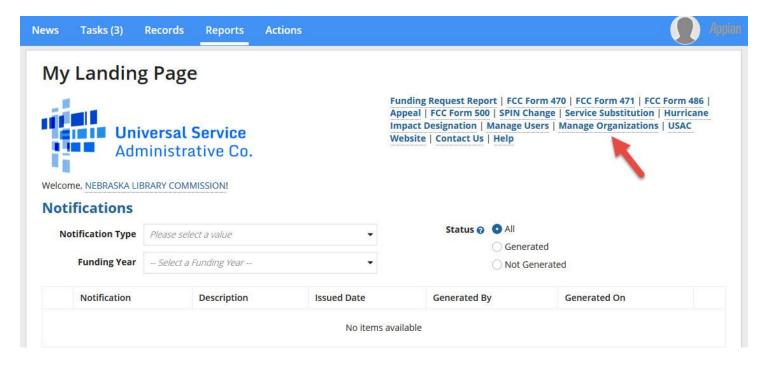
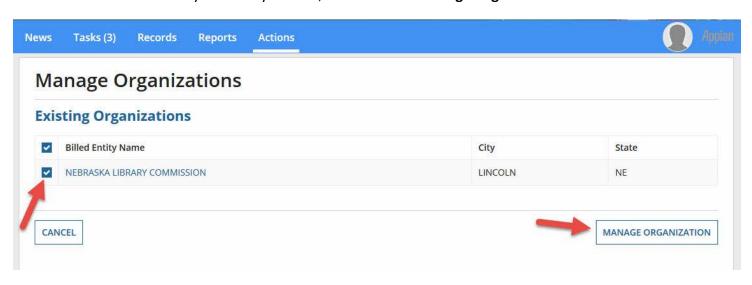
E-rate Productivity Center – Update your Organization Information

On your Landing Page, click Manage Organizations.



Check in the box in front of your library's name, then click the Manage Organization button.



On the next screen:

- 1. Update your library's Urban/Rural status.
- 2. Select your library type and choose Main Branch, then enter the Square Footage of the library building.
- 3. If your Associated School District is not listed, then search for it you only use one of the search options at a time the Zip Code search is the easiest.
- 4. Click the Submit button when you are done.





Modify An Organization	Organization Type			
NEBRASKA LIBRARY COMMISSION	Applicant			
Physical Address				
Address Line 1*	County			
1200 N ST STE 120	LANCASTER			
Address Line 2	Zip Code *			
	68508			
City *	Zip Code Extension			
LINCOLN	2020			
State *	Click the button below to get st	andard USPS ad	dress	
NE v	Verity My Address			
atitude / Longitude				
Iser-entered Latitude ()	Latitude @			
Servincia Latitude 9	Editor V			
ser-entered Longitude 😜	Longitude 0			
	Lookup UrbaniRural Status			
Jrban/Rural				
Jser Entered Urban/Rural Status	Urban/Rural Status 3			
Rural Urban	Rural Urban			
y Orban	Unable to determine your statu	Unable to determine your status. Please enter Urban/Rural manually in		
	User-Entered field.			
Mailing Address				
-				
☑ Mailing address is the same as physical address.				
Address Line 1 200 N ST STE 120	County			
200 N ST STE 120 Address Line 2	LANCASTER 7 in Code			
daress Line Z	Zip Code 68508			
ity	Zip Code Extension			
INCOLN	2020			
tate E				
Other Methods of Contact				
	Phone Number F			
Phone Number* 402-471-2045	Phone Number Extension			
Ex 000-000-0000				
mail				
and a				
Website URL				
ibrary Information				
.ibrary Sub-Type *				
Public Library Private Library	Is this library part of a library system?			
Check All That Apply	No			
Academic	Square Footage*			
Research Tribal Library	10000			
Bookmobile	You will need to provide your square footage in order to apply for any Category 2 funding.			
☐ Kiosk ☐ New Construction Library	Locale Code @			
Main Branch				
State Library Agency - Library				
SCS KEY				
SCS SEQ				
ssociated School District				
BEN NAME	CITY	STATE	ZIP CODE	
138458 LINCOLN PUBLIC SCHOOL DISTRICT	LINCOLN	NE	68510	
this library is no longer a main branch, please unselect the Main Branch Check	box			
search for School Districts			6	
	Nama Sab		· ·	
EN Search	Name Search			
tate Search	Zip Code Search			
Please select a value				
			Discourse 1	
			Clear Filters Search	
CC Registration Number 9				
0014232524				
Cancel			Submit	

Give your change a Nickname, so you can track it later.

Click the Submit button to finish.

